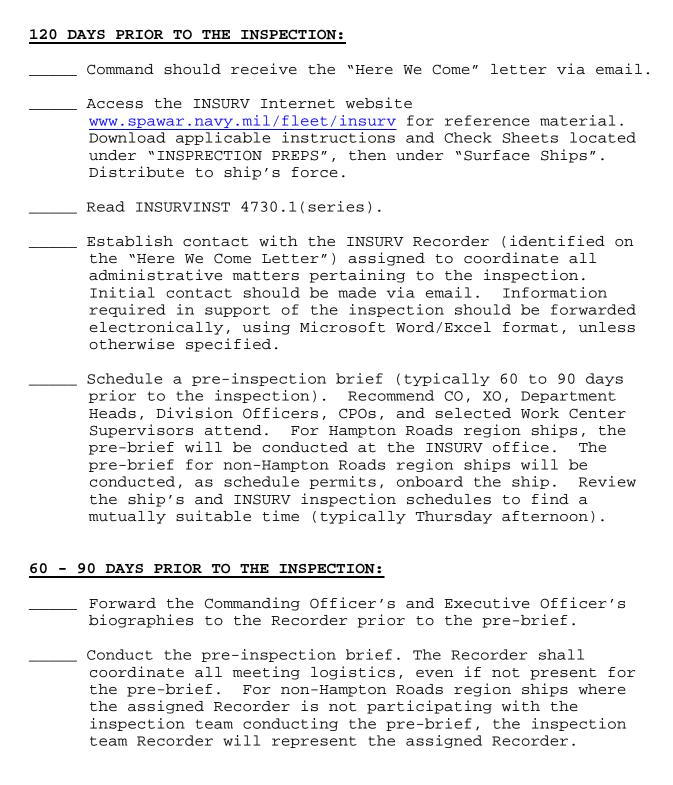
# SHIP INSURV COORDINATOR CHECKLIST



 During	the	pre-k	rief	, review	the	e adm	inis	strative	
requir	emen	ts of	the	inspecti	on v	with	the	Recorder,	to
includ	e the	e foli	lowin	q items:					

- Required information to be submitted in advance and on day 1 of the inspection IAW INSURVINST 4730.1(series) Enclosure 1 and Appendices (e.g., SOE, CO's Letter of Concerns, DFS/CASREP/TSO lists, CSMP).
- Base Passes, Parking
- Ship's Force Drivers and Rental Vehicles (Overseas)
- INSURV Inspector Staterooms/Changing Areas/Coveralls
- INSURV and Technical Assistant Conference Rooms
- How Goes It Briefs
- Mess Bills
- Formal Out-brief

Note: Stateroom assignments should group Inspectors from the same area together (e.g., put all AX Inspectors in adjacent or same staterooms). Where feasible, conference room assignments should be grouped by department and similarly located. Technical Assistants should have a separate conference room.

### 45 DAYS PRIOR TO THE INSPECTION:

\_\_\_\_\_ Submit a proposed Schedule of Events (SOE) (discussed in INSURVINST 4730.1(series)). Recommend using the SOE from another ship of the same class and same homeport that had a successful MI as an example.

## 30 DAYS PRIOR TO THE INSPECTION:

 Submit the Commanding Officer's Letter Of Concerns (discussed in INSURVINST 4730.1(series)).
 Receive consolidated SOE recommendations from the Recorder
 Info PRESINSURV NORFOLK VA on all CASREPs/DFS requests and other pertinent messages until completion of inspection.
Ensure the COMBAT SYSTEMS TEST DEMONSTRATION PACKAGE from NWAS, Port Hueneme, Ca. is received and distributed to the Operations and Combat Systems Officers.

## 14 DAYS PRIOR TO THE INSPECTION:

\_\_\_\_\_ Inquire of the Recorder regarding PRESINSURV attendance during the inspection. Review necessary logistic requirements and proper honors to render.

	Submit the following items: - Inspection Schedule of Events (finalized) - DFS/CASREP/TSO List (enclosure (10)) - Full Power Memo (INSURVINST 4730.1(series)) - List of Recently Completed Inspections/Assessments
	Track INSURV Inspector and Technical Assistant Clearance messages. Ensure Ship's Force is organized to efficiently process Inspector and Technical Assistant clearances on Day 1 of the inspection.
5 DAYS	PRIOR TO THE INSPECTION:
	Confirm inspection support arrangements with the Recorder (e.g., base access, pier location, parking/passes, location of in-brief, Inspector stateroom and conference room assignments, provision of soap and clean towels, daily laundering of coveralls, and provision of required documents/files/records IAW INSURVINST 4730.1(series) Enclosure 1 and Appendices).
	Submit the following items: - CSMP (see instructions at end of this enclosure) - DFS/CASREP/TSO List (updated)
DAY 1	OF THE INSPECTION:
	Provide parking passes/base passes, as applicable. Ensure parking spaces are reserved.
	Ensure the Quarterdeck is advised of proper honors to render:  PRESINSURV - "BOARD OF INSPECTION AND SURVEY"  SENIOR INSPECTOR - "CAPTAIN, UNITED STATES NAVY"
	Ensure ship's force is organized to efficiently process Inspector and Technical Assistant clearances.
	Provide the Inspectors with stateroom and conference room assignments.
	Provide the information required by INSURVINST 4730.1 (series), Enclosure 1 and applicable Appendices. This information should be located in the INSURV conference room(s) in clearly marked folders/binders.

prior to setting the Sea & Anchor Detail for returning to port).
 Arrange for the collection of Mess Bills.
 Download the INSURV Inspection Feedback Form ( <a href="www.spawar.navy.mil/fleet/insurv">www.spawar.navy.mil/fleet/insurv</a> under Inspection Preps). Request the Commanding Officer complete and return on a

floppy disk to the Recorder at the formal out-brief on Day

Recorder (typically after all major demonstrations and

## DAY 4 OF THE INSPECTION:

5.

	Arrange and coordinate the formal out-brief with the Recorder. Ascertain participation of PRESINSURV, ISIC, and other VIPs.
	Obtain a draft copy of the QUICKLOOK message from the Writer (typically late Thursday afternoon). Provide to the Commanding Officer. Upon review, provide any feedback to the Writer.
DAY 5	OF THE INSPECTION / POST-INSPECTION:
	Provide the INSURV Inspection Feedback Form to the Recorder.
	Support the Writer in making copies of the QUICKLOOK message for the out-brief (do not use the draft provided on Thursday).